

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Long, OIC

DATE: 29 December 1951

FROM : DAD/CD

ILLEGIB

SUBJECT: Minutes of CIA Biographic Advisory Committee

1. Attached are the minutes of the third meeting of the Biographic Advisory Committee. Notice of the next meeting, sometime in mid-January, together with the agenda for that meeting, will be forwarded to you at an early date.

J. W. MOREAU

25X1

1. index all incoming
OIC's docs
2. unclassified files
3. foreign language material
4. collections in record centers
5. backlog of various kinds

~~SECRET~~

CIA Biographic Advisory Committee
Minutes of Third Meeting, 12 December 1951

The third meeting of the Committee was called to order at 10 a.m., Wednesday, 12 December 1951, in the conference room at 1517 M Bldg. The following were present: Col. Moreau, DAD/CD, presiding; [] OCI; Mr. Long, OIC; Mr. Vetter, OPC; [] ORR; [] OSI; [] and [] (vice Mr. Garden), OSO; [] OO; Mr. Hutzel, Chief, BR/CD; and [] Deputy Chief of BR, who served as recorder. All offices represented on the Committee were present.

The minutes of the second meeting (6 November 1951), distributed in advance to all offices represented, were concurred in by all of them, in the sense that the minutes be used as "general guidance" by the Biographic Register, subject to the filing of supplementary standing requirements in the future by any interested office. Such supplements would list especially changing priorities as to particular countries, types of subject occupations and fields, and types of organizational affiliations that are to be emphasized in the processing of biographic information. For example, ORR has recently filed a memo, 10 December 1951, which

The draft of the revised request form, to be used by all offices in recording and transmitting their biographic research and reference requests to the Biographic Register, was concurred in without dissent by all offices present. A supply of the form will be delivered to each office as soon as reproduction permits. At the same time a stock will also be kept in each regional section of the Register in order to record telephone requests, insofar as security considerations permit a requesting office to initiate requests over the telephone.

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